



**CITY OF NORTH BAY**  
**2020**  
**WATER &**  
**WASTEWATER**  
**OPERATING BUDGET**



# Water and Wastewater Operating

Budget Year: 2020

YTD End Date: September 2019

Execution Date: October 9, 2019

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Council Review	Variance Increase /(Decrease)	Change %
<b>Wastewater System</b>						
SANITARY SEWER DISTRIBUTION	(1,982,691)	(39,847)	8,023,817	8,390,763	366,946	4.57%
SANITARY SEWER PLANT	1,982,691	1,738,835	1,878,177	1,966,758	88,581	4.72%
<b>Total Wastewater System:</b>	<b>0</b>	<b>1,698,988</b>	<b>9,901,994</b>	<b>10,357,521</b>	<b>455,527</b>	<b>4.60%</b>
<b>Water System</b>						
WATER DISTRIBUTION	(1,864,624)	1,144,969	10,381,191	10,569,174	187,983	1.81%
WATER PLANT	1,864,624	1,551,248	1,812,972	1,832,651	19,679	1.09%
<b>Total Water System:</b>	<b>0</b>	<b>2,696,217</b>	<b>12,194,163</b>	<b>12,401,825</b>	<b>207,662</b>	<b>1.70%</b>
<b>Water and Wastewater Total:</b>	<b>0</b>	<b>4,395,205</b>	<b>22,096,157</b>	<b>22,759,346</b>	<b>663,189</b>	<b>3.00%</b>

## Service Level Changes:

Operator I				69,555		
Capital Project Manager (Contract Position) - funded from capital				-		
<b>Water and Wastewater Total after Service Level Changes:</b>				<b>22,828,901</b>	<b>732,744</b>	<b>3.32%</b>

\* Actuals subject to year-end adjustments and accrual

\*\* Totals may vary slightly from computer generated budget reports due to rounding

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## Activity Summary Overview - 2020 Budget

### Water & Wastewater

The enclosed Water & Wastewater Budget represents the requirement to provide for the operation and maintenance of the water treatment plant and the water distribution system to ensure the sourcing and delivery of clean, safe, drinking water to the citizens of North Bay, as well as to provide for the operation and maintenance of the sanitary sewer collection system and the sewage treatment plant to ensure safe transportation and disposal of sewage. These services are highly regulated and are provided in accordance with Provincial regulations and guidelines.

Recent capital investment in water and wastewater assets is helping to mitigate increases in operating repairs. Spending less time on emergency repairs allows staff to focus on more preventive maintenance and other activities that further improve the sustainability of the system.

#### **Water Distribution Systems:**

The water distribution system, including mains, valves, hydrants, and services contains approximately 15,500 service connections, approximately 304 kilometers of water main and 2,500 valves.

In 2018, the department repaired 50 broken water mains and 40 service leaks. As of September 5<sup>th</sup>, 2019, staff had repaired 47 broken water mains and 29 service leaks. In addition to repairs, the major duties include: water on/off's, water locates, new servicing, dead end flushing, water sampling, replacement of valves, various appurtenances and conducting preventative maintenance.

#### **Wastewater System:**

The wastewater system including sanitary mains, 17 lift stations, manholes, force mains, and services contain approximately 270 kilometers of sanitary main, 15,000 services and 3,500 sanitary maintenance holes.

In 2018, the department serviced 41 sanitary main back-ups and 103 sanitary service back-ups. As of September 5<sup>th</sup>, 2019, staff had attended to 24 sanitary main back-ups and 45 sanitary service back-ups.

Other major duties include: repair and replacement of sanitary sewer connections, sewer locates, sanitary main cleaning, service and main repairs, lift station repair and maintenance, manhole repairs, new servicing, and sewer camera inspections.

#### **Water and Wastewater Facilities:**

The City of North Bay Water Treatment System is classified as a "Large Municipal Residential" Class 3 Drinking-Water System. The Ministry of the Environment, Conservation and Parks Permit to Take Water allows the City to consume up to 79,500 cubic meters per day.

The water distribution facilities consist of the following: Ellendale Reservoir, High Lift Pump Station & Re-chlorination Facility; CFB Reservoir; Cedar Heights Pumping Station & Standpipe; Judge Avenue Valve Chamber & Re-chlorination Station; Birch's Road Standpipe

and Re-chlorination Station; and Airport Road Standpipe, Booster Pumping Station and Re-chlorination Facility.

The membrane filtration water treatment plant is SCADA controlled with ultraviolet and chlorine disinfection systems. The plant also includes fluoride addition along with corrosion control addition prior to delivery to the distribution system.

The City of North Bay Wastewater Treatment System has a design capacity of 54,500 m<sup>3</sup>/day and is a Class 4 Wastewater System (highest class possible in Ontario). The conventional activated sludge facility uses biological oxidation, anaerobic digestions and centrifugation.

The major duties for the water and wastewater facilities department include:

- a. Regulatory monitoring and recording and reporting of operational data of plants and remote facilities.
- b. Adjusting process parameters and procedures to ensure efficient operations.
- c. Responding to SCADA alarms and other emergencies within the water and wastewater facilities.
- d. Performing preventative and emergency maintenance.
- e. Managing capital projects at existing facilities as well as assisting with design and inspection for new facilities within the water and wastewater system.
- f. Operators and maintenance personnel assist other departments as required (leachate facilities, lift stations, etc.).

#### **Water and Wastewater Positions:**

Below are the Full Time Equivalent (FTE) of staff who deliver water and wastewater services. FTE is used to measure a worker's involvement in the service and indicates the workload of an employed person in a way that makes workloads comparable across various contexts.

Therefore, an FTE of 1.0 means that the person is equal to a full-time worker, while an FTE of 0.5 signals that the worker is only allocated to the service half the time. Throughout the City's budget, one staff may be allocated to several services.

<b>Water and Wastewater Positions</b>	<b>2019 FTE</b>	<b>2020 FTE</b>
Senior Facilities & Env. Engineer	0.50	0.50
Operations Manager, Water & Wastewater Facilities	1.00	1.00
Operations Supervisor, Water & Wastewater Facilities	1.00	1.00
WWTP Clerk	1.00	1.00
WWF Operator In Training	1.00	1.00
WWF Operator 1	3.00	3.00
WWF Scada Tech	1.00	1.00
WWF Industrial Millwright	3.00	3.00
WWF Operator II	1.00	1.00
Scada Electrician*	1.00	1.00
Managing Director	0.40	0.40
Director of Public Works	0.45	0.45
Manager of Operations	0.90	0.90
Supervisor	2.70	2.70
Supervisor Summer Construction *	0.48	0.48
Operator 1 Summer Construction *	3.36	3.36
Chargehand	7.20	7.20
Operator 1	12.12	12.12

<b>Water and Wastewater Positions</b>	<b>2019 FTE</b>	<b>2020 FTE</b>
Loader Backhoe Excavator	0.45	0.45
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	2.70	2.70
Excavator Operator	1.80	1.80
Backhoe Operator	0.90	0.90
Clerk	0.90	0.90
Students *	3.41	3.41
Water Meter Clerk	2.00	2.00
Administrative Supervisor	0.45	0.45
Engineering Tech I*	0.50	1.00
Operator 1 – Water Meter Maintenance	0.50	1.00
<b>Totals</b>	<b>58.42</b>	<b>59.42</b>

*\*Note: Of the total Facility Plants, (1) Scada Electrician is allocated to capital as approved in prior years. Of the total Water & Wastewater Distribution complement, (1) Supervisor Summer Construction, (7) Operator 1 Summer Construction, (1) Engineering Tech I, and (3.5) students are funded through capital.*

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## Notable Adjustments - 2020 Budget

### Water and Wastewater

Item #	Description	Dollar Amount
1.	1001 to 1802 – Personnel Costs – Anticipated contractual salary and benefits as well as 2019 Service Level Change phase-in. Partially offset with line #0460 – Transfer from Capital Fund.	\$155,745
2.	2020 – Sewer/water Pipe & Parts – Reduce budget to reflect actuals.	(\$19,722)
3.	2055 – Materials – Increase budget to reflect projected actuals. New chemical contract with increased costs.	\$35,000
4.	2977 – Laboratory Consumables - To reflect projected requirements.	\$15,000
5.	3426 – Patching – Increase budget to reflect actual costs.	\$16,254
6.	3445 – Snow Removal Contract – Requirements to be completed internally.	(\$12,000)
7.	4015 – Debenture Principal – As per the Long-Term Capital Funding Policy.	\$100,338
8.	4020 – Debenture Interest – As per the Long-Term Capital Funding Policy.	\$13,077
9.	5101 – Capital Levy – As per the Long-Term Capital Funding Policy, as well as a staff recommended one-time reduction in CPI.	\$317,241
10.	7001 – Vehicle & Equipment Usage Fee – Increase budget to reflect projected actuals.	\$62,859
11.	0460 – Transfer From Capital Fund – Reflects internal transfers for work completed for capital reconstruction. Offsets lines #1001-1802 – Personnel Costs.	\$41,905



# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	2,533,830	1,902,894	3,335,079	3,460,219	125,140	3.75 %
1002 TEMPORARY SALARIES	58,787	78,617	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	3,643	2,564	4,647	4,747	100	2.15 %
1004 OTHER/STANDBY	84,028	71,564	102,280	96,542	(5,738)	-5.61 %
1010 MODIFIED/ACCOMMODATED	3,547	594	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	388,701	389,966	1,265	0.33 %
1101 OVERTIME FULLTIME	263,191	260,391	238,000	242,057	4,057	1.70 %
1102 OVERTIME PART TIME	460	286	0	0	0	0.00 %
1202 VACATION	259,779	168,861	3,971	3,971	0	0.00 %
1203 COMPASSIONATE LEAVE	5,382	728	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	110,751	81,823	0	0	0	0.00 %
1207 SICK LEAVE	119,017	78,114	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	342	127	0	0	0	0.00 %
1301 WSIB LEAVE	(468)	(6,618)	0	0	0	0.00 %
1401 TRAINING & SAFETY	44,984	9,840	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	2,146	485	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	1,001,081	860,526	1,146,690	1,177,535	30,845	2.69 %
1802 FRINGE BENEFITS-PARTTIME	12,291	11,990	11,771	11,847	76	0.65 %
<b>PERSONNEL TOTAL</b>	<b>4,502,791</b>	<b>3,522,786</b>	<b>5,249,193</b>	<b>5,404,938</b>	<b>155,745</b>	<b>2.97 %</b>
<b>GOODS &amp; SERVICES</b>						
2006 ASPHALT - COLD MIX	10,723	26,015	21,000	21,000	0	0.00 %
2008 CEMENT	1,073	0	4,000	4,000	0	0.00 %
2009 METALS	0	154	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	0	110	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	160,340	74,093	165,722	146,000	(19,722)	-11.90 %
2030 GRAVEL	92,407	19,842	88,500	88,500	0	0.00 %
2055 MATERIALS	395,669	405,427	383,000	418,000	35,000	9.14 %
2099 MISC. MATERIALS	6,848	21,071	4,000	4,000	0	0.00 %
2401 GAS FUEL	36,637	27,563	34,607	36,430	1,823	5.27 %
2405 DIESEL FUEL	107,528	73,899	105,489	98,399	(7,090)	-6.72 %
2407 COLOURED/DYED DIESEL	37,067	52,594	43,075	51,191	8,116	18.84 %
2410 PROPANE	9	0	0	0	0	0.00 %
2415 LUBRICANTS	8,582	4,916	4,500	6,000	1,500	33.33 %
2425 REPAIR PARTS	8,587	24,313	2,800	4,800	2,000	71.43 %
2430 MECHANIC SHOP SUPPLIES	5,933	4,982	3,500	4,500	1,000	28.57 %
2435 TOOLS	31,414	25,614	34,068	34,068	0	0.00 %
2440 MAINTENANCE SUPPLIES	1,006	5,721	200	4,085	3,885	1,942.50 %
2601 OFFICE SUPPLIES	17,944	9,624	9,900	10,400	500	5.05 %
2615 JANITORIAL SUPPLIES	636	2,404	1,050	6,200	5,150	490.48 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	5,553	2,847	2,150	2,150	0	0.00 %
2650 CLOTHING / UNIFORM	16,329	16,908	23,980	21,475	(2,505)	-10.45 %
2655 SAFETY SUPPLIES	51,236	34,936	47,981	45,481	(2,500)	-5.21 %
2660 SAFETY BOOT ALLOWANCE	8,615	3,805	11,997	11,997	0	0.00 %
2690 ELECTRONIC MATERIALS	822	196	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	6,342	69	2,500	1,500	(1,000)	-40.00 %
2701 HYDRO	1,255,722	935,967	1,284,679	1,278,118	(6,561)	-0.51 %
2702 GAS	74	0	0	0	0	0.00 %
2705 NATURAL GAS	69,743	55,078	74,571	76,515	1,944	2.61 %
2715 WATER	20,658	13,960	14,807	20,276	5,469	36.94 %
2720 MUNICIPAL TAXES	227,233	230,007	236,323	239,208	2,885	1.22 %
2975 LAB TESTING	39,923	22,774	30,000	30,000	0	0.00 %
2977 LABORATORY CONSUMABLES	3,375	13,851	0	15,000	15,000	100.00 %
2980 INSTRUMENTATION	13,289	11,590	8,000	14,000	6,000	75.00 %
2985 LAB EQUIPMENT	2,828	390	4,000	2,000	(2,000)	-50.00 %
2987 ELECTRICAL SUPPLIES	4,881	1,551	1,250	1,500	250	20.00 %
2999 MISCELLANEOUS SUPPLIES	393	0	0	0	0	0.00 %
3001 POSTAGE	125,907	92,529	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	2,106	361	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	5,263	3,739	8,000	6,000	(2,000)	-25.00 %
3010 TELEPHONE	50,182	35,827	47,960	45,500	(2,460)	-5.13 %
3030 TRAVEL	337	689	0	0	0	0.00 %
3035 MILEAGE	8,305	4,154	6,250	6,500	250	4.00 %
3055 MEETING COSTS	1,442	483	0	0	0	0.00 %
3060 MEALS	0	81	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,087	4,210	7,375	5,137	(2,238)	-30.35 %
3070 TRAINING COURSES - OUT	0	1,393	0	0	0	0.00 %
3075 TRAINING COURSES- IN	42,841	12,122	55,000	53,000	(2,000)	-3.64 %
3088 REBATES/REFUNDS	9,240	4,245	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	18,429	13,248	17,500	17,500	0	0.00 %
3099 MISC ADMIN EXPENSES	0	10	0	0	0	0.00 %
3115 ENGINEERING FEES	0	1,505	0	0	0	0.00 %
3130 CONSULTANT FEES	0	750	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,956	2,601	525	2,545	2,020	384.76 %
3205 VEHICLE LEASE/RENTAL	22,221	266	17,000	10,000	(7,000)	-41.18 %
3299 MISC LEASES & RENTS	585	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	56,509	67,481	62,470	67,470	5,000	8.00 %
3305 BUILDING MAINTENANCE	231	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	12,974	7,191	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	91,606	97,124	95,940	98,640	2,700	2.81 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
3350 DRY CLEANING/LAUNDERING	728	323	1,000	1,000	0	0.00 %
3412 INTERNET FEES	2,028	2,759	1,924	2,000	76	3.95 %
3425 CONSTRUCTION CONTRACT	96,218	241,614	126,315	135,315	9,000	7.13 %
3426 PATCHING	503,083	292,258	541,830	558,084	16,254	3.00 %
3427 HYDROSEEDING	36,297	10,371	33,940	34,957	1,017	3.00 %
3428 CONCRETE RESTORATION	17,868	5,672	38,000	39,140	1,140	3.00 %
3445 SNOW REMOVAL CONTRACT	15,605	11,066	12,000	0	(12,000)	-100.00 %
3489 CONTRACT/OUTSIDE SERVICES	73,785	34,264	40,000	40,000	0	0.00 %
3499 MISC CONTRACTS	426	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	162,217	157,527	157,527	157,527	0	0.00 %
3969 SLUDGE DISPOSAL	98,102	94,208	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	4,109,997	3,322,342	4,199,805	4,258,708	58,903	1.40 %
<b>FINANCIAL EXPENSES</b>						
4015 DEBENTURE PRINCIPAL	2,710,751	2,411,088	2,711,088	2,811,426	100,338	3.70 %
4020 DEBENTURE INTEREST	410,746	340,531	445,531	458,608	13,077	2.94 %
FINANCIAL EXPENSES TOTAL	3,121,497	2,751,619	3,156,619	3,270,034	113,415	3.59 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	46,645	0	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	340	866	0	500	500	100.00 %
5020 WATER METERS	10,621	5,840	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	7,854,924	8,547,187	8,547,187	8,864,428	317,241	3.71 %
5115 TRANSFER TO RESERVE FUND	1,287,336	300,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,199,866	8,853,893	8,597,187	8,914,928	317,741	3.70 %
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	594,993	471,225	694,146	757,005	62,859	9.06 %
7010 ADMINISTRATON & OVERHEAD	1,532,611	1,161,061	1,548,080	1,540,344	(7,736)	-0.50 %
7050 FLEET CHARGEBACK CHARGES	18,427	5,048	0	0	0	0.00 %
EXPENSE TOTAL	23,080,182	20,087,974	23,445,030	24,145,957	700,927	2.99 %
<b>REVENUE</b>						
0175 DIRECT WATER BILLINGS	12,270,782	8,248,090	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	662,856	311,125	386,692	375,425	(11,267)	-2.91 %
0178 CONSTRUCTION WATER	14,007	8,894	10,000	10,000	0	0.00 %
0180 SEWER SURCHARGE	9,746,506	6,651,135	0	0	0	0.00 %
0426 MISAPPLIED PAYMENTS	18	0	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	49,026	40,946	47,000	47,000	0	0.00 %
0456 SALE OF SCRAP METALS	4,138	3,031	5,000	5,000	0	0.00 %
0459 OTHER SALES	0	193	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	487,783	529,688	41,905	8.59 %
0468 METER REPLACEMENT	4,907	4,680	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	0	164,100	164,100	164,100	0	0.00 %



# Executive Report

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Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
0472 REIMB - CUPE BENEFITS	2,837	3,580	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	7,506	11,376	0	0	0	0.00 %
0480 SUNDRY REVENUE	13,852	8,241	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,679	4,323	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	36,846	24,691	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	83	58	0	100	100	100.00 %
0873 SANITARY SEWER CONNECTION	12,621	5,000	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	31,700	12,146	25,000	25,000	0	0.00 %
0876 WATER CONNECTIONS	40,133	29,966	15,000	20,000	5,000	33.33 %
0877 WATER THAWS	4,330	5,692	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	32,260	27,935	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	22,299	32,288	10,000	15,000	5,000	50.00 %
0899 OTHER SERVICE CHARGES	55,877	47,989	40,000	45,000	5,000	12.50 %
0985 SEPTAGE TREATMENT	59,924	47,281	58,000	50,000	(8,000)	-13.79 %
<b>REVENUE TOTAL</b>	<b>23,080,187</b>	<b>15,692,760</b>	<b>1,348,875</b>	<b>1,386,613</b>	<b>37,738</b>	<b>2.80 %</b>
<b>GRAND TOTAL:</b>	<b>(5)</b>	<b>4,395,214</b>	<b>22,096,155</b>	<b>22,759,344</b>	<b>663,189</b>	<b>3.00 %</b>



# **WATER**

## **2020 OPERATING BUDGET**



# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,508,056	1,120,576	1,779,470	1,861,214	81,744	4.59 %
1002 TEMPORARY SALARIES	41,871	37,809	0	0	0	0.00 %
1003 SHIFT PREMIUM	2,524	1,767	3,547	3,647	100	2.82 %
1004 OTHER/STANDBY	62,376	47,825	55,308	53,857	(1,451)	-2.62 %
1010 MODIFIED/ACCOMMODATED	3,389	66	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	168,353	168,506	153	0.09 %
1101 OVERTIME FULLTIME	161,067	157,484	141,000	143,857	2,857	2.03 %
1102 OVERTIME PART TIME	18	0	0	0	0	0.00 %
1202 VACATION	226,742	146,774	1,677	1,677	0	0.00 %
1203 COMPASSIONATE LEAVE	5,382	313	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	94,681	70,063	0	0	0	0.00 %
1207 SICK LEAVE	106,889	71,091	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	342	0	0	0	0	0.00 %
1301 WSIB LEAVE	(468)	(6,618)	0	0	0	0.00 %
1401 TRAINING & SAFETY	42,807	9,840	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,103	485	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	669,926	638,568	603,561	623,224	19,663	3.26 %
1802 FRINGE BENEFITS-PARTTIME	7,551	9,499	4,971	5,003	32	0.64 %
<b>PERSONNEL TOTAL</b>	<b>2,934,256</b>	<b>2,305,542</b>	<b>2,757,887</b>	<b>2,860,985</b>	<b>103,098</b>	<b>3.74 %</b>
<b>GOODS &amp; SERVICES</b>						
2006 ASPHALT - COLD MIX	7,834	23,734	16,000	16,000	0	0.00 %
2008 CEMENT	0	0	1,000	1,000	0	0.00 %
2010 TRAFFIC SUPPLIES	0	110	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	112,464	65,645	100,722	91,000	(9,722)	-9.65 %
2030 GRAVEL	74,679	16,975	69,900	69,900	0	0.00 %
2055 MATERIALS	192,119	263,002	190,500	225,500	35,000	18.37 %
2099 MISC. MATERIALS	1,379	406	2,000	2,000	0	0.00 %
2401 GAS FUEL	15,674	12,191	14,600	14,754	154	1.05 %
2405 DIESEL FUEL	59,794	45,277	58,605	54,666	(3,939)	-6.72 %
2407 COLOURED/DYED DIESEL	23,166	38,059	28,175	32,495	4,320	15.33 %
2410 PROPANE	9	0	0	0	0	0.00 %
2415 LUBRICANTS	5,970	1,482	2,500	3,000	500	20.00 %
2425 REPAIR PARTS	2,433	14,976	1,300	1,300	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	777	383	500	500	0	0.00 %
2435 TOOLS	16,708	12,917	18,038	18,038	0	0.00 %
2440 MAINTENANCE SUPPLIES	550	1,403	0	3,085	3,085	100.00 %
2601 OFFICE SUPPLIES	12,994	7,716	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	142	1,168	200	5,200	5,000	2,500.00 %
2625 BUILDING MAINT SUPPLIES	2,542	0	500	500	0	0.00 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
2650 CLOTHING / UNIFORM	6,888	6,971	11,500	8,845	(2,655)	-23.09 %
2655 SAFETY SUPPLIES	30,581	17,735	20,823	20,823	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,197	1,433	5,415	5,415	0	0.00 %
2699 MISC GENERAL SUPPLIES	4,104	0	1,000	1,000	0	0.00 %
2701 HYDRO	730,844	539,438	746,698	732,282	(14,416)	-1.93 %
2705 NATURAL GAS	9,525	7,465	10,571	11,091	520	4.92 %
2715 WATER	14,873	12,857	12,846	18,577	5,731	44.61 %
2720 MUNICIPAL TAXES	135,312	136,964	140,725	142,443	1,718	1.22 %
2975 LAB TESTING	24,544	12,655	20,000	20,000	0	0.00 %
2977 LABORATORY CONSUMABLES	1,708	9,145	0	9,000	9,000	100.00 %
2980 INSTRUMENTATION	4,452	4,203	6,000	6,000	0	0.00 %
2985 LAB EQUIPMENT	1,811	390	3,000	2,000	(1,000)	-33.33 %
2987 ELECTRICAL SUPPLIES	584	0	250	0	(250)	-100.00 %
3001 POSTAGE	125,907	92,529	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	12	0	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	3,156	2,077	8,000	6,000	(2,000)	-25.00 %
3010 TELEPHONE	15,197	10,263	18,124	15,000	(3,124)	-17.24 %
3030 TRAVEL	337	689	0	0	0	0.00 %
3035 MILEAGE	4,617	2,175	3,750	4,000	250	6.67 %
3055 MEETING COSTS	643	179	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,365	3,350	6,625	5,137	(1,488)	-22.46 %
3070 TRAINING COURSES - OUT	0	1,093	0	0	0	0.00 %
3075 TRAINING COURSES- IN	29,030	9,186	34,000	34,000	0	0.00 %
3088 REBATES/REFUNDS	9,240	4,245	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	10,404	7,416	10,000	10,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	10	0	0	0	0.00 %
3115 ENGINEERING FEES	0	1,505	0	0	0	0.00 %
3130 CONSULTANT FEES	0	750	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	879	1,462	525	1,255	730	139.05 %
3205 VEHICLE LEASE/RENTAL	11,121	148	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	39	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	54,821	63,520	60,400	62,470	2,070	3.43 %
3305 BUILDING MAINTENANCE	231	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	12,974	7,191	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	48,091	50,990	50,080	51,800	1,720	3.43 %
3350 DRY CLEANING/LAUNDERING	404	140	1,000	1,000	0	0.00 %
3412 INTERNET FEES	1,547	1,221	1,424	1,500	76	5.34 %
3425 CONSTRUCTION CONTRACT	42,186	38,773	70,175	70,175	0	0.00 %
3426 PATCHING	209,914	162,330	311,128	320,461	9,333	3.00 %
3427 HYDROSEEDING	14,068	5,285	20,282	20,890	608	3.00 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
3428 CONCRETE RESTORATION	8,200	2,542	30,000	30,900	900	3.00 %
3445 SNOW REMOVAL CONTRACT	9,113	6,595	7,500	0	(7,500)	-100.00 %
3489 CONTRACT/OUTSIDE SERVICES	30,070	11,860	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	60,650	58,803	58,803	58,803	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>2,203,873</b>	<b>1,801,027</b>	<b>2,387,184</b>	<b>2,421,805</b>	<b>34,621</b>	<b>1.45 %</b>
<b>FINANCIAL EXPENSES</b>						
4015 DEBENTURE PRINCIPAL	1,940,073	1,640,410	1,750,410	1,695,748	(54,662)	-3.12 %
4020 DEBENTURE INTEREST	270,525	218,993	257,493	252,765	(4,728)	-1.84 %
<b>FINANCIAL EXPENSES TOTAL</b>	<b>2,210,598</b>	<b>1,859,403</b>	<b>2,007,903</b>	<b>1,948,513</b>	<b>(59,390)</b>	<b>-2.96 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5020 WATER METERS	10,621	5,840	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	4,320,208	4,700,953	4,700,953	4,875,435	174,482	3.71 %
5115 TRANSFER TO RESERVE FUND	340,275	110,000	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>4,671,104</b>	<b>4,816,793</b>	<b>4,750,953</b>	<b>4,925,435</b>	<b>174,482</b>	<b>3.67 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	268,716	237,727	368,041	397,246	29,205	7.94 %
7010 ADMINISTRATON & OVERHEAD	878,954	633,956	845,274	831,801	(13,473)	-1.59 %
7050 FLEET CHARGEBACK CHARGES	10,000	4,904	0	0	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>13,177,501</b>	<b>11,659,352</b>	<b>13,117,242</b>	<b>13,385,785</b>	<b>268,543</b>	<b>2.05 %</b>
<b>REVENUE</b>						
0175 DIRECT WATER BILLINGS	12,270,782	8,248,090	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	662,856	311,125	386,692	375,425	(11,267)	-2.91 %
0178 CONSTRUCTION WATER	14,007	8,894	10,000	10,000	0	0.00 %
0426 MISAPPLIED PAYMENTS	18	0	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	24,504	40,946	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	409	1,796	0	0	0	0.00 %
0459 OTHER SALES	0	193	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	208,487	265,536	57,049	27.36 %
0468 METER REPLACEMENT	4,907	4,680	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	0	164,100	164,100	164,100	0	0.00 %
0472 REIMB - CUPE BENEFITS	2,837	3,227	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	7,506	10,614	0	0	0	0.00 %
0480 SUNDRY REVENUE	13,253	7,443	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,679	4,323	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	36,846	24,691	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	83	58	0	100	100	100.00 %
0876 WATER CONNECTIONS	40,133	29,966	15,000	20,000	5,000	33.33 %
0877 WATER THAWS	4,330	5,692	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	32,260	27,935	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	22,299	32,288	10,000	15,000	5,000	50.00 %



# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
0899 OTHER SERVICE CHARGES	32,793	37,067	15,000	20,000	5,000	33.33 %
REVENUE TOTAL	13,177,502	8,963,128	923,079	983,961	60,882	6.60 %
<b>GRAND TOTAL:</b>	<b>(1)</b>	<b>2,696,224</b>	<b>12,194,163</b>	<b>12,401,824</b>	<b>207,661</b>	<b>1.70 %</b>



# **WASTEWATER**

## **2020 OPERATING BUDGET**

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,025,774	782,318	1,555,609	1,599,005	43,396	2.79 %
1002 TEMPORARY SALARIES	16,916	40,808	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	1,119	797	1,100	1,100	0	0.00 %
1004 OTHER/STANDBY	21,652	23,739	46,972	42,685	(4,287)	-9.13 %
1010 MODIFIED/ACCOMMODATED	158	528	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	220,348	221,460	1,112	0.50 %
1101 OVERTIME FULLTIME	102,124	102,907	97,000	98,200	1,200	1.24 %
1102 OVERTIME PART TIME	442	286	0	0	0	0.00 %
1202 VACATION	33,037	22,087	2,294	2,294	0	0.00 %
1203 COMPASSIONATE LEAVE	0	415	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	16,070	11,760	0	0	0	0.00 %
1207 SICK LEAVE	12,128	7,023	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	127	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,177	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,043	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	331,155	221,958	543,129	554,311	11,182	2.06 %
1802 FRINGE BENEFITS-PARTTIME	4,740	2,491	6,800	6,844	44	0.65 %
<b>PERSONNEL TOTAL</b>	<b>1,568,535</b>	<b>1,217,244</b>	<b>2,491,306</b>	<b>2,543,953</b>	<b>52,647</b>	<b>2.11 %</b>
<b>GOODS &amp; SERVICES</b>						
2006 ASPHALT - COLD MIX	2,889	2,281	5,000	5,000	0	0.00 %
2008 CEMENT	1,073	0	3,000	3,000	0	0.00 %
2009 METALS	0	154	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	47,876	8,448	65,000	55,000	(10,000)	-15.38 %
2030 GRAVEL	17,728	2,867	18,600	18,600	0	0.00 %
2055 MATERIALS	203,550	142,425	192,500	192,500	0	0.00 %
2099 MISC. MATERIALS	5,469	20,665	2,000	2,000	0	0.00 %
2401 GAS FUEL	20,963	15,372	20,007	21,676	1,669	8.34 %
2405 DIESEL FUEL	47,734	28,622	46,884	43,733	(3,151)	-6.72 %
2407 COLOURED/DYED DIESEL	13,901	14,535	14,900	18,696	3,796	25.48 %
2415 LUBRICANTS	2,612	3,434	2,000	3,000	1,000	50.00 %
2425 REPAIR PARTS	6,154	9,337	1,500	3,500	2,000	133.33 %
2430 MECHANIC SHOP SUPPLIES	5,156	4,599	3,000	4,000	1,000	33.33 %
2435 TOOLS	14,706	12,697	16,030	16,030	0	0.00 %
2440 MAINTENANCE SUPPLIES	456	4,318	200	1,000	800	400.00 %
2601 OFFICE SUPPLIES	4,950	1,908	2,500	3,000	500	20.00 %
2615 JANITORIAL SUPPLIES	494	1,236	850	1,000	150	17.65 %
2625 BUILDING MAINT SUPPLIES	3,011	2,847	1,650	1,650	0	0.00 %
2650 CLOTHING / UNIFORM	9,441	9,937	12,480	12,630	150	1.20 %
2655 SAFETY SUPPLIES	20,655	17,201	27,158	24,658	(2,500)	-9.21 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
2660 SAFETY BOOT ALLOWANCE	4,418	2,372	6,582	6,582	0	0.00 %
2690 ELECTRONIC MATERIALS	822	196	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,238	69	1,500	500	(1,000)	-66.67 %
2701 HYDRO	524,878	396,529	537,981	545,836	7,855	1.46 %
2702 GAS	74	0	0	0	0	0.00 %
2705 NATURAL GAS	60,218	47,613	64,000	65,424	1,424	2.23 %
2715 WATER	5,785	1,103	1,961	1,699	(262)	-13.36 %
2720 MUNICIPAL TAXES	91,921	93,043	95,598	96,765	1,167	1.22 %
2975 LAB TESTING	15,379	10,119	10,000	10,000	0	0.00 %
2977 LABORATORY CONSUMABLES	1,667	4,706	0	6,000	6,000	100.00 %
2980 INSTRUMENTATION	8,837	7,387	2,000	8,000	6,000	300.00 %
2985 LAB EQUIPMENT	1,017	0	1,000	0	(1,000)	-100.00 %
2987 ELECTRICAL SUPPLIES	4,297	1,551	1,000	1,500	500	50.00 %
2999 MISCELLANEOUS SUPPLIES	393	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	2,094	361	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,107	1,662	0	0	0	0.00 %
3010 TELEPHONE	34,985	25,564	29,836	30,500	664	2.23 %
3035 MILEAGE	3,688	1,979	2,500	2,500	0	0.00 %
3055 MEETING COSTS	799	304	0	0	0	0.00 %
3060 MEALS	0	81	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,722	860	750	0	(750)	-100.00 %
3070 TRAINING COURSES - OUT	0	300	0	0	0	0.00 %
3075 TRAINING COURSES- IN	13,811	2,936	21,000	19,000	(2,000)	-9.52 %
3089 CONSUMPTION CREDITS	8,025	5,832	7,500	7,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,077	1,139	0	1,290	1,290	100.00 %
3205 VEHICLE LEASE/RENTAL	11,100	118	7,000	0	(7,000)	-100.00 %
3299 MISC LEASES & RENTS	546	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	1,688	3,961	2,070	5,000	2,930	141.55 %
3340 SOFTWARE MAINTENANCE	43,515	46,134	45,860	46,840	980	2.14 %
3350 DRY CLEANING/LAUNDERING	324	183	0	0	0	0.00 %
3412 INTERNET FEES	481	1,538	500	500	0	0.00 %
3425 CONSTRUCTION CONTRACT	54,032	202,841	56,140	65,140	9,000	16.03 %
3426 PATCHING	293,169	129,928	230,702	237,623	6,921	3.00 %
3427 HYDROSEEDING	22,229	5,086	13,658	14,067	409	2.99 %
3428 CONCRETE RESTORATION	9,668	3,130	8,000	8,240	240	3.00 %
3445 SNOW REMOVAL CONTRACT	6,492	4,471	4,500	0	(4,500)	-100.00 %
3489 CONTRACT/OUTSIDE SERVICES	43,715	22,404	25,000	25,000	0	0.00 %
3499 MISC CONTRACTS	426	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	101,567	98,724	98,724	98,724	0	0.00 %
3969 SLUDGE DISPOSAL	98,102	94,208	100,000	100,000	0	0.00 %

# Executive Report

Budget Year: 2020; YTD End Date: September 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Council Review	Variance	Variance %
GOODS & SERVICES TOTAL	1,906,124	1,521,315	1,812,621	1,836,903	24,282	1.34 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	770,678	770,678	960,678	1,115,678	155,000	16.13 %
4020 DEBENTURE INTEREST	140,221	121,538	188,038	205,843	17,805	9.47 %
FINANCIAL EXPENSES TOTAL	910,899	892,216	1,148,716	1,321,521	172,805	15.04 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	46,645	0	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	340	866	0	500	500	100.00 %
5101 CAPITAL LEVY	3,534,716	3,846,234	3,846,234	3,988,993	142,759	3.71 %
5115 TRANSFER TO RESERVE FUND	947,061	190,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,528,762	4,037,100	3,846,234	3,989,493	143,259	3.72 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	326,277	233,498	326,105	359,759	33,654	10.32 %
7010 ADMINISTRATON & OVERHEAD	653,657	527,105	702,806	708,543	5,737	0.82 %
7050 FLEET CHARGEBACK CHARGES	8,427	144	0	0	0	0.00 %
EXPENSE TOTAL	9,902,681	8,428,622	10,327,788	10,760,172	432,384	4.19 %
REVENUE						
0180 SEWER SURCHARGE	9,746,506	6,651,135	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	24,522	0	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	3,729	1,235	5,000	5,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	279,296	264,152	(15,144)	-5.42 %
0472 REIMB - CUPE BENEFITS	0	353	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	762	0	0	0	0.00 %
0480 SUNDRY REVENUE	599	798	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	12,621	5,000	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	31,700	12,146	25,000	25,000	0	0.00 %
0899 OTHER SERVICE CHARGES	23,084	10,922	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	59,924	47,281	58,000	50,000	(8,000)	-13.79 %
REVENUE TOTAL	9,902,685	6,729,632	425,796	402,652	(23,144)	-5.44 %
<b>GRAND TOTAL:</b>	<b>(4)</b>	<b>1,698,990</b>	<b>9,901,992</b>	<b>10,357,520</b>	<b>455,528</b>	<b>4.60 %</b>



# 2020

# SERVICE LEVEL CHANGES

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## Service Level Reduction / Increase Template 2020

**Description/Title:** Operator W&WWF / Water and Sewer

**Service Enhancement or Reduction:** Enhancement

**Public:**  X  **In Camera:** \_\_\_\_\_ **Service Area/Business Unit** Water & Wastewater

**Department:** Water and Wastewater Facilities / Water and Sewer

**Costing Center #:** 3385/3322

### Budget

**Impacted:** Municipal Levy \_\_\_\_\_ Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water X\_\_ Sewer X\_\_

### Detail:

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This service level change reduces the number of summer construction operators for distribution & collection by 2 and adds 2 year-round full time equivalent Operators - Water and Wastewater Facilities / Distribution & Collection positions. The net FTE change is 0.84.

The City of North Bay is legally obligated to ensure that only licensed Operators operate the water and wastewater infrastructure (SDWA 2002). Currently the water and wastewater facilities department employs 6 licensed operators who operate the water plant, wastewater plant, 3 pumping stations, 2 reservoirs and 3 standpipes. This is equivalent to over \$300 million of infrastructure. All 6 operators are cross trained in all facilities and on a daily basis are completing rounds, lab work, sampling, adjusting chemical dosages and process settings as well as completing planned maintenance and unplanned troubleshooting. Several maintenance tasks take days to complete and require at a minimum three staff members for health and safety reasons (i.e. confined spaces). Operators share on-call duties and during emergencies, operators could be required to be onsite all night. Covering vacation and/or sick leave at the time of emergency, coupled with running the facilities is a challenge with the current complement of just 6 licensed operators. Their day to day work ensures that our drinking water and wastewater is compliant with legislation, policies, procedures and bylaws.

For the past 2 summer construction seasons (2018, 2019) the water and wastewater facilities have been short staffed by at least 1 FTE due to staff bidding on positions into other departments, staff taking jobs in other communities or failed recruitment. This leads to the existing staff being denied vacation requests and ultimately being burnt out. This service level change will ensure that there are additional licensed operators in the organization that are capable of operating the water and wastewater facilities which will prevent the short staffing issues we have realized in the past. This service level change will also ensure that all maintenance tasks are completed. The water and wastewater facilities represent over \$300 million of infrastructure and in order to manage these assets, planned maintenance is essential.

This change will include 2 full time equivalent Operators who will work approximately 6 months of the year at the water and wastewater facilities and the balance of the year at distribution and collection. It is anticipated that a portion of staff's time will be assisting capital projects. This will allow for staff members to be cross-trained in all aspects of water and wastewater operations and available to aid in all areas of either department. The temporary summer construction positions for distribution and collection will be reduced from 7 to 5 positions. With the elimination of the 2 temporary summer construction FTEs the overall FTE impact to the organization is approximately 0.84. This change is recommended to be funded by operating dollars. There is no change to the allocation recovered from Capital.

Link to Strategic Plan: \_\_\_\_\_

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u> <u>001 - 3385 - Personnel 50%</u> <u>001 - 3322 – Personnel 50%</u>	\$69,555		
<u>(Revenue)</u>			
<u>Net Cost (Savings)</u>	<u>\$69,555</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	<u>0.84</u>		

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

Capital Requirements (if applicable):

\_\_\_\_\_

## Service Level Reduction / Increase Template 2019

**Description/Title:** Capital Project Manager – Contract Position

**Service Enhancement or Reduction:** Enhancement

**Public:** X                      **In Camera:** \_\_\_\_      **Service Area/Business Unit:** Water & Wastewater

**Department:** Water & Wastewater 3399/3317

**Costing Center #:** Engineering (Funded through Various Water and Wastewater Projects)

**Budget Impacted:** Municipal Levy \_\_ Building Permit \_\_ Reserve \_\_ Other \_\_ Water \_\_ Sewer \_\_

**Detail:**

The City has approx. \$12.5 Million of Water and Wastewater Capital Projects annually to complete. To effectively complete the projects they require resources to plan, design, execute and monitor. At this time many of the large projects are being managed by resources that also have operational responsibilities. As more projects are being added to ensure asset sustainability, then the ability to manage the projects and effectively manage the operations is becoming challenging.

Adding a contract management resource would provide the ability to more effectively plan, design, execute and monitor capital projects.

Funding for the position would be through the Water & Wastewater Capital Budget.

Contract position would be reviewed in 3 years to confirm the continued need for the resource based on Capital Project requirements.

**Link to Strategic Plan:** Affordable Balanced Growth & Responsible & Responsive Government

<b><u>Current Year Budget Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b>Expense</b>	\$120,800		
<b>(Revenue)</b>	(\$120,800)		
<b>Net Cost (Savings)</b>	\$ 0.00		

<b><u>Full Time Equivalent (FTE) Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
	1.0		

<b><u>Future Years Budget Impact</u></b> <small>(only required for phased-in Service Level changes)</small>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b>Year / Expense</b>			
<b>Year / Revenue</b>			
<b>Net Cost (Savings)</b>			

**Capital Requirements (if applicable):** Nominal IT requirements supported through Infrastructure & Operations Sewer and Water Budget.